

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

7 April 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-28 – Expires 6 May 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal, retired, or California State Military Reserve pay grade, not to exceed 0-2.*** This vacancy announcement will expire on 6 May 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Assistant Civil Engineer (SAD 0-2)
b. EMPLOYMENT LOCATION:	Joint Force Headquarters, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	1 June 2010
d. SELECTING SUPERVISOR:	Director, CFMO

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of 0-1 through 0-3 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Completion of four year Baccalaureate degree in Engineering appropriate to the nature and duties of the position is required. ***Attach documentation to support this requirement.***

c. Registration as an Engineering in Training (EIT) or Land Surveyor in Training (LSIT), or ability to obtain same within twelve months of appointment is required. Additional consideration will be given if registered as a Professional Engineer.

d. Military Assignments: Assignments appropriate to the grade of the applicant.

e. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations. Must possess strong administrative management skills and have the ability to make timely, well-considered decisions. Must be able to function effectively under general supervision and exercise independent judgment.

f. Must have a working knowledge of engineering and construction practices, construction and contracting procedures, project analysis and work scheduling.

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g. Must have an operational knowledge of the California National Guard organization and the chain of command.

h. Must be able to travel on overnight and extended trips.

i. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

j. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

4. Principal duty functions:

The Assistant Civil Engineer is directly responsible to the Chief, Engineering Branch, Construction and Facilities Management Office (CFMO) and assists with the technical civil engineering aspects of various construction and engineering projects. Supervision is performed by the Chief, Engineering Branch, and includes project assignment, review and prioritization.

a. Assists in the preparation of project plans, specifications, and estimates (PS&Es) for various types of construction and engineering projects. Coordinates project planning with Engineering Branch staff, other branches within the CFMO, and public and private architects and engineers. Incumbent provides guidance on expected project results and reviews work to ensure that requirements are met.

b. Conducts site visits to buildings and structures under construction to ensure compliance with plans and specifications. Infrequently or for specific projects, incumbent may act as an advisor pertaining to deviations from contracts or for interpretation of plans and specifications.

c. Assists in performing topographic and construction surveys, and coordinates with local, State, and Federal agencies for approval on proposed work and projects.

d. Assists in the review of PS&E packages, shop drawings and other submittals from engineers, architects, and contractors to verify compliance with design standards and project requirements.

e. Performs other duties as identified by the Chief, Engineering Branch, including staff planning, assistance, or coordination as part of the Joint Logistics function of the JFHQ. Participates in J4 Logistics Operations in support of State and Federal emergency or disaster response requirements on a 24/7 basis, as needed.

5. The officer selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

6. Reimbursement for moving and relocation expenses **will not** be paid.

7. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank

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application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 6 May 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (7 Apr 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached verification of your military and civilian educational requirements?	
Have you attached a copy of your height, weight & physical fitness verification?	